

# Pay-For-Performance Salary Increases

## FREQUENTLY ASKED QUESTIONS

### When do I get my increase?

For employees correctly entered into the Performance Management system by December 8, 2006 the D.C. Office of Personnel expects increases to be included in pay checks in Pay Period 5.

### I am eligible, but I never received a review? What happens?

It is mandatory for supervisors, managers, and agency Human Resources (HR) Advisors to ensure that all eligible employees receive a PMP Performance Plan, PMP Performance Evaluation or a PES performance rating in a timely manner. The following guidelines will apply when performance rating requirements were not met.

**Employees who have an approved PMP Performance Plan but no evaluation** will receive the market adjustment portion of the pay increase initially. Once their evaluation is complete they may then receive the merit portion of the increase.

**Employees without an approved PMP Performance Plan and therefore no PMP performance evaluation** must have their supervisor, manager and HR Advisor complete a separate evaluation. This new evaluation must be returned to DCOP by February 16, 2007.

**Employees who did not receive a PES performance rating** will receive the market adjustment portion of the increase until official documentation is submitted to the D.C. Office of Personnel (DCOP). Documentation is due to the DCOP by February 16, 2007.

### My status changed during my performance review period?

An employee who moves from a pay-for-performance position to a position on a salary schedule with steps before October 1, will be given the appropriate promotional increase as specified in Chapter 11 of the regulations, and placed on the new salary schedule at the appropriate grade level. No pay-for-performance increase will be given in the following January for work performed in a MSS or Excepted Service position in the previous fiscal year.

## SALARY INCREASES FOR MSS, EXCEPTED SERVICE AND UPPER-LEVEL CAREER SERVICE EMPLOYEES NOW BASED ON PERFORMANCE

Revised, improved pay scales for FY 2007 now permit Management Supervisory Service (MSS), Excepted Service, and upper-level Career Service employees to earn salary increases commensurate with their performances. For these eligible employees, the old traditional step-in-time pay scales, restricting employees to one-size-fits-all step increases have been replaced by open-range scales, allowing employees to earn increases driven by their own efforts, contributions and successes. Additionally, the new scales eliminate the "hold" steps whereby employees in the top half of their range had to wait two years for their next merit increase.

Under this variable increase, pay-for-performance plan, all pay increases will be tied to a specific level of performance. When required by changes in the economic environment or the labor market, adjustments may be made range minimums and maximums of the grades in the open-range pay schedules. These structural market adjustments will affect individual employees' pay rates only when required to maintain salary rates at least at the minimum of the employee's assigned grade.

### Eligibility, Evaluations, and Time Requirements for Employees Rated under the PMP

- The performance rating period under the PMP is from the beginning of each fiscal year (October 1) to the end of the fiscal year (September 30).
- The percentage of salary increase will be based on a performance evaluation approved in the "Online PMP" system by both the supervisor and the reviewer as of the second Friday in December 2006.
- For the purposes of this instruction, base pay increases, as determined by the employee's performance rating and a market adjustment, will become effective the first day of the pay period beginning after January 1. For 2007, this date will be January 7.
- To be considered for a merit-based salary increase, an employee must have been employed by June 30, 2006; must have received an official performance rating of at least "Meets Expectations" for the rating period that ended on September 30, 2006; and must have a Performance Plan approved by his or her supervisor in the Online PMP system by June 30, 2006.

### JANUARY 2007 MERIT PAY PERCENTAGES FOR EMPLOYEES RATED UNDER THE PMP

PERFORMANCE RATING LEVEL	MARKET ADJUSTMENT	MERIT INCREASE	TOTAL INCREASE
1 Does not meet expectations	0%	0%	0%
2 Needs improvement	0%	0%	0%
3 Meets expectations	3%	1%	4%
4 Exceeds expectation	3%	2%	5%
5 Significantly exceeds expectations	3%	3%	6%

### Eligibility, Evaluations, and Time Requirements for Employees Rated under the PES

- To be considered for a merit-based salary increase, an employee must have been employed by December 31 of the previous year and must have received an official rating of at least "Satisfactory" for the rating period that ended on March 31, 2006 by June 30, 2006.
- The merit increase and market adjustment for employees who received an official performance rating by June 30, 2006 will be retroactive to January 7, 2007.

### JANUARY 2007 MERIT PAY PERCENTAGES FOR EMPLOYEES RATED UNDER THE PES

PERFORMANCE RATING LEVEL	MARKET ADJUSTMENT	MERIT INCREASE	TOTAL INCREASE
1 Unsatisfactory	0%	0%	0%
2 Satisfactory	3%	1%	4%
3 Excellent	3%	2%	5%
4 Outstanding	3%	3%	6%

